

Open: 06/06/05 - 8:30 AM

Close: 06/16/05 - 5:00 PM



CITY OF MIAMI BEACH

ANNOUNCEMENT OF OPEN COMPETITIVE CIVIL SERVICE POSITION



COMMUNICATIONS OPERATOR

\$1,228.48 - \$1,634.17 BI-WEEKLY

Part I Written Test: Friday, July 1, 2005 - 9:00 AM *
Place of Written Test: Miami Beach Convention Center - Hall B, Room 214-218
*NOTE: You must arrive no later than 8:30 AM with a picture ID
Part II Typing Test: Time and date to be announced
Place of Typing Test: "Old" City Hall, 1130 Washington Avenue (near Police Station), 3rd Floor

MINIMUM REQUIREMENTS:

1. Type 30 correct words per minute.
2. Ability to speak fluently in English and one other language.
3. Must be able to work variable shifts, including nights, weekends and holidays.

NATURE OF WORK:

Entry level specialized responsible telecommunications work in the Public Safety Communications Bureau receiving, screening, and relaying information for emergency and other calls utilizing a multi line telephone and a computer aided dispatch system or other means; Clerical work utilizing various automated and manual systems.

NOTE: If you have previously taken a City Typing Test within the past one (1) year, you may use this score, **providing you inform Human Resources at the time you submit your application so we can confirm your test score.**

This position is represented by: C.W.A. (Communications Workers of America)

Apply IN PERSON Monday - Thursday 8:30AM - 5:00PM, EXCLUDING HOLIDAYS
Job Hotline (305) 673-7777 www.miamibeachfl.gov

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department, 3rd Floor
Miami Beach, FL 33139

CLASS NO.- **5214**
CS NO. - **0544CO**

EOE/AA/ADA/VET PREF